

**DEPARTMENT OF CHARITABLE GAMING
FLOOR SALES RECONCILIATION FORM - PAPER**

INSTRUCTIONS

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| When To Use: | Use this particular form to record a particular type of bingo paper sales that occurs on the floor during a bingo session. The use of handwritten documentation during the bingo session that would assist in the completion of this form will need to be kept as part of the organization's gaming records. |
| Organization: | Fill in the official name of the organization. |
| Session Date: | Fill in the date of the bingo session. |
| Signature of Cashier: | Cashier must sign this completed form at the conclusion of the bingo session. |
| Type of Paper: | Fill in the type of paper (i.e., 12 ON WTA, 9 ON Jackpot, 6 ON 18 UP Pack, 8 ON Sheet, 3 ON Bonanza, 5 ON Early Bird, etc.). |
| Unit of Measure: | Check the appropriate unit of issue, which would be card, pack or sheet. |
| Sales Price Per Single Card/Sheet: | Fill in the selling price for the type of paper if sold by the single card/sheet. |
| Single Price For Multiple Sheets: | Fill in the selling price for the type of paper if sold for a single price for multiple sheets such as six sheets for \$5. |
| # of Units to Start: | Fill in the number of units (cards/packs/sheets) issued for floor sales. |
| # of Units at End: | Enter the number of units (cards/packs/sheets) remaining for floor sales that have not be sold during the bingo session. |
| # of Units Sold: | Enter the difference between # of Units to Start minus # of Units at End. |

FLOOR SALES

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| Volunteer/Floor Worker Printed Name | Enter the name of the volunteer/floor worker that is selling paper on the floor during the bingo session. |
| Line 1 | Enter the number of units (card/packs/sheets) issued for each volunteer/floor worker that is to be sold on the floor during the bingo session. The volunteer/floor worker should verify that the unit count is correct prior to commencing their sales. |
| Line 2 | Enter the number of units (cards/packs/sheets) remaining for each volunteer/floor worker that have not be sold on the floor during the bingo session and that have been returned to the cashier. The cashier and volunteer/floor worker should verify the remaining units. |
| Line 3 | Enter the difference between Line 1 (Number of Sheet Issued) minus Line 2 (Number of Sheets Returned). |
| Line 4 | Multiply Line 3 (Number of Sheets Sold) by the Sale Price Per Single Card/Sheet and enter the figure. This figure will calculate the gross receipts that were <u>possible</u> from floor sales. |
| Line 5 | Enter the amount of money not collected from each volunteer/floor worker due to multiple sheets sales. Remember that <u>no</u> multiple card sales at a discount cost are allowed for the "Lucky Seven" bingo game. |
| Line 6 | Enter the difference between Line 4 (Gross Calculated Sales) minus Line 5 (Multiple Sheet Adjustment). Remember to carry this figure to Line 3b of the Bingo Session Reconciliation Summary (Form 103). |

- Line 7** Enter the amount of cash turned in by each volunteer/floor worker at the conclusion of the floor sales for the particular type of paper. The cashier and volunteer/floor worker should verify the amount of cash that is turned in.
- Line 8** Enter the difference between Line 6 and Line 7. If Line 7 is greater than Line 6, then an overage exists. If Line 6 is greater than Line 7, then a shortage exists.
- Line 9** Enter the initials for volunteer/floor worker indicating that they agree with the reconciliation.
- Totals** Enter the total figure for each line (Line 1 through 8).

Use a separate Floor Sales Reconciliation Form – Paper (Form 104-B) for each different type of paper sold on the floor during a bingo session. If multiple Floor Sales Reconciliation Form – Paper (Form 104-B) are used during the bingo session, then please add all of Line 6 (Total Sales) from the various forms and enter the accumulated total in Line 3b of the Bingo Session Reconciliation Summary (Form 103).